

March 3, 2025

**IRREGULAR WARFARE TECHNICAL SUPPORT DIRECTORATE  
(IWTSD)**

**SCOS – Surveillance, Collection, and Operations Support**

**CLASSIFIED BROAD AGENCY ANNOUNCEMENT (BAA)**

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**Due Date for Receipt of Phase 1 Submissions:**

**No Later Than April 17, 2025**

**All submissions are due by 3:00 p.m.  
Eastern Time (ET) on the above date**

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# 1. INTRODUCTION

This is an Irregular Warfare Technical Support Directorate (IWTSD) Broad Agency Announcement (BAA) issued under the provisions of paragraph 6.102(d) (2) (i) of the Federal Acquisition Regulation (FAR) to provide for the competitive selection of research proposals. **Awards for submissions under this BAA are planned for Fiscal Year (FY) 2026. Funds may not be available for all requirements under this BAA. No contract awards will be made until appropriated funds are available from which payment for contract purposes can be made.**

## 1.1. Approach.

A three-phase proposal selection process will be used for this BAA to minimize cost and effort for prospective offerors:

- Phase 1 will consist of the solicitation, receipt, and evaluation of a one-page Quad Chart and three-page addendum.
- Phase 2 will consist of the solicitation, receipt, and evaluation of a White Paper and applies to only those submissions that have been accepted in Phase 1.
- Phase 3 will consist of the solicitation, receipt, and evaluation of a Full Proposal and applies to only those submissions that have been accepted in Phase 2. Based on the priority of critical requirements and the availability of funding, Phase 1 submissions can be selected for Phase 3 without a Phase 2 submission.

Clarifications to White Papers and Full Proposals may be requested.

### 1.1.1. Cost Type Contracts

Offerors interested in cost type contracts (to include cost-plus-fixed-fee options) must have an accounting system determined adequate by Defense Contract Auditing Agency (DCAA)/ Defense Contract Management Agency (DCMA) (reference FAR 16.301-3(a)(3)). If no determination has been made, please contact [BIDSHelp@iwtsd.gov](mailto:BIDSHelp@iwtsd.gov) for further guidance.

## 1.2. Small Business Set Aside.

The Government encourages nonprofit organizations, educational institutions, small businesses, small disadvantaged business (SDB) concerns, Service-Disabled Veteran-Owned Small Businesses (SDVOSB), Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), women-owned businesses, and Historically Underutilized Business zone enterprises as well as large businesses and Government laboratories to submit research proposals for consideration and/or to join others in submitting proposals; however, no portion of the BAA will be set aside for these special entities because of the impracticality of reserving discrete or severable areas of research and development (R&D) in any specific requirement area.

## 1.3. Limitation of Funds.

The Government intends to incrementally fund cost reimbursement contracts awarded from this BAA as provided by FAR 52.232-22, "Limitation of Funds." Most contracts awarded are anticipated to be 12 to 24 months in duration and at times may include additional 6 to 12 month option(s). To facilitate incremental funding, submissions shall include the cost and schedule by a task-phased structure with clear exit criteria and shall be inclusive of all work to complete the effort including any options. It is anticipated that the entire effort will be negotiated with the initial contract award.

[NOTE: Based upon the availability of funding, the Government may have to partially fund fixed price contracts in accordance with DFARS 252.232-7007, "Limitation of Government's Obligation." In such cases, milestone payments will need to be a part of the full proposal. Applicability of this issue will be stated in the email asking for a Phase 3 proposal.]

## 1.4. Technical Evaluation Support.

It is the intent of this office to use contractor support personnel in the review, evaluation, and administration of all submissions for this BAA. All contractor support personnel will have access to proprietary data and shall certify that they: (1) will not disclose any information pertaining to this solicitation including any submission, the identity of any submitters, or any other information related to this BAA; and (2) have no financial interest in any submissions evaluated, reviewed, and administered. Submissions and information received in response to this BAA constitutes permission to disclose that proposal data to certified evaluators under these conditions.

### 1.5. BAA Contractual and Technical Questions.

The Government will answer all questions received for the period starting from the date stamp on the mailed final BAA packages, plus 21 calendar days. Questions received after Industry Day and before the final BAA packages are mailed may not be answered. Similarly, questions received more than 21 calendar days from the date stamp on the mailed final BAA packages may not be answered.

**\*\*IMPORTANT – NO CLASSIFIED INFORMATION SHALL BE POSTED OR SENT VIA UNCLASSIFIED MEANS (i.e., THE BIDS WEBSITE)**

#### 1.5.1. Unclassified Questions.

All **UNCLASSIFIED** contractual and technical questions regarding this BAA, including the published requirements and instructions, must be posted via either the BAA Questions feature, accessible from the “Have a Question?” link on the BIDS Homepage, or emailed to [BIDSHelp@iwtsd.gov](mailto:BIDSHelp@iwtsd.gov). No other office personnel will acknowledge, forward, or respond to any inquiries received in any manner concerning the BAA. Contractual questions and answers will be posted periodically under BAA Questions. All questions must be received no later than 21 calendar days after the date stamp on the BAA package. Any responses to questions provided by the Government will be made available to all vendors.

For technical help using BIDS, submit questions to the BIDS administrators at [BIDSHelp@iwtsd.gov](mailto:BIDSHelp@iwtsd.gov) or by using the button at the bottom of the “Have a Question?” page in BIDS. Include a valid email address, BIDS username, and a detailed description of the question or concern in the comments block. The BIDS homepage provides other valuable resources such as “Doing Business with The Government.” Reference documents including the *BIDS Submitter Quick Card* and *Quad Chart Sample* are available for download under the Resources page of BIDS. Information regarding compliance requirements for using humans and animals in testing is also available under Resources.

#### 1.5.2. Classified Questions [BIDS Assisted].

All **CLASSIFIED** contractual and technical questions regarding this BAA, including the published requirements and instructions, shall be submitted utilizing the following instructions:

If the question is asked within the 21-day period after the date stamp on the mailed final BAA package:

1. Open a browser to the BIDS Homepage (<https://bids.iwtsd.gov>).
2. Click the “Have a Question?” link on the righthand side of the page, then click the “BAA and Requirement Questions” box.
3. Click the “View Questions” button then the “Don’t see an answer to your question? Click here to create a BAA Inquiry” button at the bottom.
4. Select this BAA off the pick list, DO NOT select a Requirement. Then enter the text “I have a Classified question about the BAA,” fill in your email, then click the “Create BAA Inquiry” button.
5. The BIDS Help desk will contact our Security team to determine the best way to submit your question.

If the question is asked before or after the 21-day period:

1. Open a browser to the BIDS Homepage (<https://bids.iwtsd.gov>).
2. Click the “Have a Question?” link on the righthand side of the page, then click the “View Questions” button in the “BAA and Requirement Questions” box.
3. Click the BAA or Requirement number your question relates to. If your question is not there, or there are no questions, then click the “Return to Help” button.
4. Select the grey “Didn’t see an answer to your question? Click here to create a help request” button. Then enter the text “I have a Classified question about the BAA,” as your inquiry. Fill in your email, then click the “Create Help Request” button.
5. The BIDS Help Desk will contact our Security team to determine the best way to submit your question.

### 1.6. BIDS Frequently Asked Questions (FAQs).

FAQs are a list of questions and associated responses for general and specific topics. Offerors are encouraged to periodically review BAA Questions, accessible from the BIDS Homepage via the “Have a Question?” link.

**NOTE: Persons submitting proposals are advised that only the Contracting Officer can obligate the Government to any agreement involving expenditure of Government funds.**

## **1.7. Disclosure**

This document is not to be shared by the recipient with other vendors unless there is an IWTSD approved support agreement in place.

## **2. GENERAL INFORMATION**

This section includes information applicable to all awards under this BAA.

### **2.1. Eligibility.**

To be eligible for contract award, a responsible offeror must meet certain minimum standards pertaining to financial solvency and resources, ability to comply with the performance schedule, prior record of satisfactory performance, integrity, organization, experience, operational controls, technical skills, facilities, and equipment. See FAR 9.104.

- All offerors must be registered in the System for Award Management (SAM) database at <https://www.sam.gov>. In addition, the efforts will involve the use of and access to classified data and results, and shall require classified facilities. Offerors must have a SECRET facility clearance AND processing AND storage capability. All work relating to these efforts will be performed in a secure facility. Individuals working on these efforts must hold a final SECRET clearance.

#### **2.1.1. Who is eligible?**

All private companies, educational institutions, non-profit organizations both large and small are able and encouraged to submit to the IWTSD BAA. See section 1.2 of this BAA for more information.

#### **2.1.2. Federally Funded Research and Development Centers.**

Only DoD-sponsored federally funded research and development centers (FFRDCs) can compete with commercial sector Vendor submissions and will be evaluated using the normal BAA process. For further information, reference DFARS 235.017-1.

#### **2.1.3. Research Development and Engineering Centers (RDECs).**

DoD research development and engineering centers (RDECs)/labs (e.g., Naval Research Lab) may submit to the IWTSD BAA. Submissions from RDECs/DoD labs will be evaluated only after all commercial sector vendor and DoD-sponsored FFRDC submissions have been evaluated and determined that such submissions did not meet the BAA requirement.

IWTSD will inform the RDECs/DoD labs through a BIDS notification at time of submitter registration that RDEC submissions will be reviewed last in the process (i.e., after all commercial sector vendor and DoD sponsored FFRDC submissions are reviewed and determined that none meet the BAA requirement). RDECs/DoD labs will also be informed of this condition during registration in the BIDS system.

If an RDEC/DoD lab's submission meets the BAA requirement and all other commercial sector vendor and DoD-sponsored FFRDC submissions have been rejected, this BAA process will be halted for the requirement. Subsequently, IWTSD will reach out directly to the RDEC/DoD lab, Government to Government, to establish a statement of work, deliverables, and MIPR/work order to commence the project.

### **2.2. Procurement Integrity, Standards of Conduct, Ethical Considerations.**

Certain post-employment restrictions on former federal officers and employees exist including special Government employees (Section 207 of Title 18, United States Code (U.S.C.)). If a prospective offeror believes that a conflict of interest exists, the offeror should make this known to the Contracting Officer for resolution before time and effort are expended in preparing a proposal.

### **2.3. Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.**

FAR provision 52.204-24 applies to all BAA requirements. The full text of FAR provision 52.204-24 is below.

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Products or Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) Definitions. As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) Representation. The Offeror represents that—

(1) It  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) Disclosures. (1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, Commercial and Government Entity (CAGE) code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

#### **2.4. Restrictive Markings on Proposals.**

All proposals should clearly indicate content disclosure limitations. Submissions can be marked as "Proprietary" or words to that effect; however, markings such as "Company Confidential" or other phrases that could be confused with national security classifications shall not be used. All paragraphs that contain proprietary information must be clearly marked. The Contracting Officer may challenge proprietary markings if they are not substantiated.

#### **2.5. Submission Handling/Rights in Technical Data and Computer Software/Patent Rights.**



**2.5.1. Procurement Integrity.**

The Government shall comply with FAR 3.104 in its treatment of information submitted in response to this BAA solicitation and marked with the individual’s or company’s legend.

**2.5.2. Submission Information and FOIA.**

Records or data bearing a restrictive legend may be included in the proposal. However, the offeror is cautioned that portions of the proposal are subject to release under the terms of the Freedom of Information Act (FOIA), 5 U.S.C. 552, as amended. In accordance with FOIA regulations, the offeror will be afforded the opportunity to comment on, or object to, the release of proposal information.

**2.5.3. Rights in Technical Data and Computer Software.**

Rights in technical data and computer software and software documentation provided in the proposal are treated in accordance with DFARS 252.227-7016, “Rights in Bid and Proposal Information.” Rights in technical data, and computer software and computer software documentation in the resultant contract shall be in accordance with DFARS 252.227-7013 (regarding technical data) and DFARS Section 252.227-7014 (regarding computer software and software documentation). Both DFARS sections 252.227-7013 and 252.227-7014 will be included in any noncommercial contract exceeding the simplified acquisition threshold awarded under this BAA. Table 1 contains these and related clauses that may be included in the contract.

| <b>Table 1. Contract Clauses</b> |  |
|----------------------------------|--|
| <b>DFARS</b>                     | <b>Title</b>   |
| 252.227-7013                     | Rights in Technical Data – Noncommercial Items   |
| 252.227-7014                     | Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation              |
| 252.227-7016                     | Rights in Bid and Proposal Information   |
| 252.227-7017                     | Identification and Assertion of Use, Release, or Disclosure Restrictions                                 |
| 252.227-7019                     | Validation of Asserted Restrictions - Computer Software  |
| 252.227-7025                     | Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends |
| 252.227-7027                     | Deferred Ordering of Technical Data or Computer Software   |
| 252.227-7028                     | Technical Data or Computer Software Previously Delivered to the Government                               |
| 252.227-7030                     | Technical Data - Withholding of Payment  |
| 252.227-7037                     | Validation of Restrictive Markings on Technical Data   |

**2.5.4. Patents.**

Patents in existence and patent applications pending at the time of the proposal that relate to the proposed effort shall be identified in the White Paper and Full Proposal in accordance with the clauses above.

**2.6. Product and Deliverable Requirements.**

All proposal phases shall include the costs for products and data deliverable requirements. Minimum data (report) requirements include monthly status reports (MSRs), meeting minutes and a final technical report even if the research is to be continued under a follow-on contract or contract option. MSRs document program, technical, and financial status. The final technical report summarizes the project and associated tasks at the conclusion of each contract. Include MSRs, the Final Technical Report, and any products and deliverables specific to the performance of the proposed effort (e.g., system specification). The Government will provide the offeror with a full listing of data deliverables (i.e., Contract Data Requirements List) in the request for Phase 3 Full Proposal. Additional products and deliverables could include prototype hardware, software, or systems; test plans; test and technical reports; technical data; specifications; requirements documents; computer programs or software; user manuals; drawings; or other products and data. The number, types, and preparation instructions for products and deliverables will be specified in the contract.

**2.7. Distribution/Release Limitations.**

The offeror should be aware that all resulting contracts or other awards will contain release limitations for all data resulting from the effort in accordance with DFARS 252.204-7000. This includes products, data, information, and services to be performed. The contractor shall protect all data and information from disclosure, and shall not release any data or information by any method of dissemination without prior Government approval.

## **2.8. Subcontracting.**

Pursuant to Section 8(d) of the Small Business Act (15 U.S.C. 637(d)), it is the policy of the Government to enable small business and small disadvantaged business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts, and to assure that prime contractors and subcontractors carry out this policy.

## **2.9. Animal or Human Testing Compliance.**

The contractor shall comply with all laws and regulations governing the use of animals or human subjects in research projects. Information regarding compliance requirements for using humans and animals in testing is also available on BIDS under "Have a Question?".

### **2.9.1. Animal Testing.**

Any contract resulting from this BAA that potentially involves the testing of animals shall include the following language:

Any contractor performing research on warm blooded vertebrate animals shall comply with the Laboratory Animal Welfare Act of 1966, as amended, 7 U.S.C. §§ 2131 - 2159, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 C.F.R. Parts 1 through 4, pertaining to the care, handling, and treatment of vertebrate animals held or used for research, teaching, or other activities supported by Federal contract awards. In addition, the contractor shall comply with the provisions of Department of Defense Instruction (DoDI) 3216.01 and DFARS 252.235-7002, "Animal Welfare," which is incorporated into this contract.

### **2.9.2. Human Subjects Research.**

Any contract resulting from this BAA that potentially involves human subjects, their data or biospecimens, in the research or study shall include the following language:

The contractor shall comply with all regulations promulgated by the Department of Defense in 32 C.F.R. Part 219, pertaining to the protection of human subjects, their data or biospecimens. In addition, the contractor shall comply with the provisions of DoDI 3216.02 and DFARS clause 252.235-7004. If human subjects, their data or biospecimens are to be used involved at any time during the project, the contractor shall provide documentation of the activity's review as outlined in DoDI 3216.02. The contractor shall submit these documents to IWTSD and ensure that they are received and formally approved through signed memoranda by IWTSD prior to the start of any research involving human subjects. Collaborators with the contractor shall also comply with DoDI 3216.02. The contractor shall report all changes to the contract or protocol as specified in DoDI 3216.02 to the IWTSD Human Research Protection Official (HRPO) and Contracting Officer's Representative as they occur. Release of initial and follow-up funding will be contingent upon meeting the DoDI 3216.02 requirements.

## **2.10. Submission Document Language.**

All submission documents must be in English.

## **2.11. Risk Management Framework.**

The DoD requires all solutions that use information technology to follow current best practices for maintaining cybersecurity. Standards and compliance apply even if the solution is a component of a larger system. Information technology systems must be compliant with the DoD Risk Management Framework as described in DoD Instruction 8500.01. Compliance with this instruction ensures all projects account for information security from requirements gathering to implementation, maintenance and continuous monitoring.

# **3. PROPOSAL PREPARATION**

This section provides information and instructions for the preparation and submission of all phases under this BAA. All submissions must meet these requirements including format, content, and structure, and must include all specified information to avoid disqualification, submission rejection, or delays in evaluation.

## **3.1. BAA Information Delivery System (BIDS).**

BIDS at <https://bids.iwtsd.gov/> is used to submit a placeholder record that is required for **ALL** classified submissions (see section 3.1.4.1). BIDS also provides submission progress tracking, evaluation comment collection, and results notification back to the submitter.

### **3.1.1. Submitter Registration.**

A BIDS submitter registration is required to respond to this BAA. Registrations should reflect the offeror's contracting or business authority. The username, created by the offeror, must be unique and is used for BIDS log in and submission tracking. Registration acceptance for submitters is automatic but takes several seconds to be recognized by BIDS. A success email will be sent to indicate that the username and account are accepted.

BIDS now requires the use of Multifactor Authentication (MFA). All accounts require the download and configuration of the Okta Verify application on the cell phone they wish to associate with a given account. Potential submitters are advised to complete this step as soon as possible. Directions explaining how to do this are available on the Vendor Quick Card and on the BIDS site's FAQ page.

BIDS is email dependent and uses the registration email as the single point of contact (POC) for all notifications associated with the BAA. This email address should be monitored frequently during the BAA process for the notices. Submitters should periodically check status in their account. Not receiving a notification email does not constitute grounds to appeal an evaluation decision. Spam blockers and other email security software may cause a notification email to be rejected, check your account. Email addresses included in the submissions or any other data field in BIDS will not be used for contact and notification purposes.

### **3.1.2. User Accounts and Password Resets.**

Registration account information such as the POC, email, and password can be updated after log in. The "Forgot your password?" link on the BIDS homepage allows registered users with a valid email address to automatically reset a password. The system will verify the account username and send a new password to the registration's email.

### **3.1.3. Registration and Account Help.**

BIDS Help Desk requests can be emailed to BIDS administrators at [BIDSHelp@iwtsd.gov](mailto:BIDSHelp@iwtsd.gov) or submitted via the button located at the bottom of the "Have a Question?" page in BIDS.

### **3.1.4. Format and Submittal.**

All responses must be submitted according to proper classified procedures for Secret material as described in the 32 Code of Federal Regulation (CFR) Part 117, National Industrial Security Program Operating Manual (NISPOM), and the DoDM 5200.01 Volumes. All responses must be received by the specified due date, regardless of method used.

#### **Submissions by mail:**

Outer Envelope:  
IWTSD  
Attn: Document Control  
4800 Mark Center Drive, Suite 13E13  
Alexandria, VA 22350-2600

#### **Inner Envelope:**

IWTSD  
Attn: Contracting Officer  
4800 Mark Center Drive, Suite 13E13  
Alexandria, VA 22350-2600

#### **Submissions by courier:**

1. Coordinate delivery with IWTSD Security ([security@iwtsd.gov](mailto:security@iwtsd.gov)). Security will not be available if not coordinated ahead of time.
2. Post this hand delivery action on the BIDS page along with your placeholder submission; (if you have questions, email [BIDShelp@iwtsd.gov](mailto:BIDShelp@iwtsd.gov)).
3. Remember to follow ALL pertinent security regulations to include courier cards or courier letters.

**YOU ARE NOT REQUIRED TO DELIVER YOUR SUBMISSION TO THE IWTSD OFFICE; THIS IS AN ALTERNATIVE OPTION FOR COMPANIES WISHING TO HAND DELIVER THEIR SUBMISSION.**

Documents shall be submitted as directed in sections 3.5., 3.6., and 3.7. Quad charts, white papers, or proposals submitted in sections under separate covers based on classification will not be accepted. The entire quad chart, white paper, or full proposal shall be submitted as a classified document to the above address.

#### **3.1.4.1. BIDS Placeholder Record.**

The submitter shall create a BIDS record for each submission mailed in accordance with the paragraph above. The record is created by logging into BIDS, clicking this BAA number, clicking on the requirement you want to submit to, and creating a submission record for the appropriate requirement by following the screen prompts. The submission record must include an unclassified placeholder document. The unclassified placeholder document must also state how the submission was provided to the Government and include a tracking number, if mailed. Failure to submit a BIDS placeholder record for each classified submission throughout the BAA process may result in rejection of the submission.

#### **Classified data shall not be entered in BIDS.**

#### **3.1.4.2. Document Identifier.**

The submitter shall insert a "Document Identifier" into the header (top margin area) of each submittal. The identifier shall be unique to any other submittal from the offeror in BIDS and MUST be formatted with the prefix, the username (entered when you register in BIDS), and the vendor internal tracking number entered at the time the BIDS placeholder record is created. The constructed document identifier is frequently used by the evaluation team to identify each submittal and to connect printed documents with evaluation records.

*Example Document Identifier = SCOS-XX-USERID-Vendor Internal Tracking Number*

### **3.2. BIDS Security and Access Control.**

All data uploaded to BIDS is secure from public view and download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. The documents can only be reviewed by the registrant and authorized Government and contractor representatives with no conflict of interest.

### **3.3. Submission Changes.**

Changes to classified submissions are allowed as long as IWTSD is in receipt of the submission prior to the submission due date.

### **3.4. Special Handling Procedures for Classified Information.**

Since all submittals shall be classified, the offeror must first create a BIDS submission record and obtain a Document Identifier through BIDS for tracking purposes. The BIDS tracking number must be clearly identified on the mailed submittal. Classified responses must be appropriately marked, sealed and delivered to IWTSD in accordance with section 3.1.4. of this BAA.

The contractor must be approved by the Defense Counterintelligence Security Agency (DCSA) to store classified material. If not approved for storage, the contractor must make alternate arrangements with another entity that is approved by DCSA. The IWTSD should be notified of the arrangement for storage verification and mailing. Additionally, documentation describing the arrangement between the two entities must be provided to IWTSD for review and concurrence prior to BAA release to the partner entity. Documentation describing the arrangement may include, but is not limited to, a subcontract DD254, teaming arrangement, or similar documentation.

#### **3.4.1 Classification Guidance**

Security Classification Guides (SCGs) are available and shall be utilized as guidance for all submissions. Offerors shall contact IWTSD Security at [security@iwtsd.gov](mailto:security@iwtsd.gov) for instructions on how to obtain SCGs that are applicable to the requirement they are submitting against.

### **3.5. Phase 1 Quad Chart Submissions.**

Offerors shall prepare a one-page Quad Chart and up to a three-page addendum in response to Phase 1 of this BAA. All pages shall be 8 ½ by 11 inches. Use Times New Roman, font size 10 point or greater, and double space. If more than four pages are submitted, only the first four pages will be evaluated. If the offeror does not possess the ability to process classified information on internal IT systems, handwritten Quad Charts are an acceptable form of submission.

### **3.5.1. Phase 1 Due Date and Time.**

All Phase 1 submissions *must be received in hard copy form no later than 1500 hrs (3:00 p.m.) Eastern Time (ET) on the date specified on the cover of this document*. Offerors must create a placeholder record in BIDS with an unclassified placeholder document. Refer to section 3.4. “Special Handling Procedures for Classified Information” and 3.1.4. “Format and Submittal” of this document for instructions on classified submissions. BIDS will not allow unclassified placeholders to be created after the closing date and time. Any Quad Chart, regardless of classification, submitted by a means other than specified in this BAA, or that is late will not be considered by the Government.

### **3.5.2. Phase 1 Placeholder Document Upload.**

To upload a Phase 1 placeholder document, log in to BIDS, then click on the BAA and then the Requirement you are interested in. Review the checklist and click the Create Proposal button to open the submission form. **Upload only the placeholder document** to indicate the classified document is being delivered in accordance with the 32 Code of Federal Regulation (CFR) Part 117, NISPOM. **The delivery method and tracking number (if applicable) shall be stated in the placeholder document.** Placeholder must be saved in the Portable Document Format (i.e., Adobe .pdf).

### **3.5.3. Quad Chart Content.**

A Quad Chart conveys the essence of the proposed solution for a single requirement. When preparing a submission, the offeror shall ensure that the specific criteria of the requirement are addressed, the solution is clear, and can be accomplished with the proposed technology, cost, and schedule. The Quad Chart includes a document header and four quadrants. The Quad Chart format and sample are provided at the BIDS website under Resources.

#### **3.5.3.1. Header Information.**

Header information shall include the BAA number, the Document Identifier, and the Proposal Title. The date and company name should be included along with the appropriate document markings.

#### **3.5.3.2. Top Left Quadrant, Graphical Depiction.**

The top left quadrant is a graphical depiction, photograph, or artist’s concept of the proposed solution or prototype. Include labels or brief descriptive text as needed for clarification. Ideally, this will convey the prototype concept, use, capability, and any relevant size or weight relationships based on the published requirement.

#### **3.5.3.3. Top Right Quadrant, Operational and Performance Capabilities.**

The top right quadrant contains the operational and performance capabilities summary. Describe any basic, new, or enhanced capabilities the system will provide to meet the published requirement. In bullet form, list key aspects of performance, capability, operational use, relevant software or hardware specifications, and planned interface and/or compatibility. The offeror is only required to submit past performance information in response to a request for Full Proposal.

#### **3.5.3.4. Bottom Left Quadrant, Technical Approach.**

The bottom left quadrant contains the proposed technical approach. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bullet list is acceptable.

#### **3.5.3.5. Bottom Right Quadrant, Cost, and Schedule.**

The bottom right quadrant contains the rough order of magnitude (ROM) and schedule, products and deliverables, and corporate contact information. Vendors shall also note the type of contract proposed (e.g., FFP, CPFF, etc.). ROM and schedule shall be proposed by phase and include the cost, period of performance (POP), and exit criteria for each phase. A total cost and POP that combines all phases shall also be included. Products and deliverables shall include, by phase, a list of all prototype hardware and software along with the required data as described in “Product and Deliverable Requirements” in section 2 of this document. Corporate contact information shall include the submitter’s company name, POC, phone number, and email address. Include any significant teaming partner contact information relevant to the evaluation.

[Note: The contact information in the BIDS registration is used for all notices and contact purposes.]

### **3.5.4. Addendum Content.**

The addendum shall not exceed 3 pages and shall be single sided, 8 ½ by 11 inches, double spaced with

Times New Roman font no smaller than 10 point. All margins shall be one inch. Each page of the submission shall contain the document identifier in the document header. The offeror shall use the addendum to describe the technical solution in greater detail.

### **3.5.5. Phase 1 Notification to Offeror.**

The Government will notify the offeror when a submission has been accepted or rejected. Notification of acceptance with a request to submit the next phase document will be emailed to the offeror's contracting authority as entered in the BIDS registration and will indicate the next submission type, clarification requests, and due date and time. Likewise, rejection notifications will be emailed to the address provided in the BIDS registration. **Debriefings for Quad Charts will not be conducted due to the nature of BAAs.** In general, submissions are not considered for further review when they do not meet the basic requirement, are too costly, or do not fit the mission. All Quad Charts are evaluated in accordance with Section 4, Proposal Evaluation, of this BAA.

### **3.5.6. Phase 1 Status and Inquiries.**

Phase 1 is complete when all submissions have been accepted or rejected in accordance with this BAA. Inquiries by phone concerning the status of Quad Charts will not be accepted. After log in to the BIDS website, submitters are able to check the status of their submission(s) under **Previously Uploaded Proposals**.

## **3.6. Phase 2 White Paper Submissions.**

White paper submissions must include one (1) hardcopy in a ringed binder and be accompanied by one (1) copy of the white paper on a single CD (optional) in accordance with file formats described in Section 3.6.2. of this document. **White papers submitted in sections under separate covers based on classification will not be accepted.** The entire white paper shall be submitted as a classified document. See Section 3.4.1.

Offerors shall prepare a white paper with no more than twelve (12) pages plus a cover page in response to the first phase of this BAA. All submission pages shall be single sided, 8 ½ by 11 inches, double spaced with Times New Roman font no smaller than 10 point. All margins shall be one inch. Each page of the submission shall contain the document identifier in the document header. If the white paper contains more than twelve (12) pages including tables, charts, figures, attachments and enclosures, only the first twelve (12) pages will be evaluated. All white paper submissions must include a cover page. The cover page template is provided at the BIDS website under Resources, Pre-Award Templates. Cover pages are excluded from the white paper count. Submissions must be appropriately marked for classification, sealed, and **mailed in accordance with classified material handling procedures in the 32 Code of Federal Regulation (CFR) Part 117, NISPOM.** White Papers received after the closing date and time will not be considered by the Government.

### **3.6.1. Phase 2 Due Date and Time.**

All classified white papers *must be received in hard copy form no later than 1500 hrs. (3:00 p.m.) Eastern Time (ET) on the due date specified in the Phase I acceptance email.* Refer to section 3.4. "Special Handling Procedures for Classified Information" and 3.1.4 "Format and Submittal" of this document for instructions on classified submissions. BIDS does not allow white paper placeholder documents to be uploaded after the due date and time. Any white paper, regardless of classification, submitted by a means other than specified in this BAA, or that is late, will not be considered by the Government.

### **3.6.2. Electronic File Format.**

The white paper shall be prepared in color or black and white in Microsoft Word, Microsoft Excel or Adobe Acrobat Portable Document Format (.pdf) electronic file format. ZIP format or other application formats are not acceptable. The document must open without a password and be print capable. Filenames cannot contain spaces or special characters. Submissions that cannot be opened, viewed, or printed from the CD (optional) copy, will not be considered.

### **3.6.3. Phase 2 Placeholder Document Upload.**

To upload a Phase 2 placeholder document, locate and open the accepted record in BIDS under the "Requested Proposal" section. Click the link, review the checklist, then click the "Create Proposal" button. **DO NOT UPLOAD THE CLASSIFIED SUBMISSION.** Upload only the placeholder document to indicate the classified document is being delivered in accordance with the 32 Code of Federal Regulation (CFR) Part 117, NISPOM. **The delivery method and tracking number (if applicable) shall be stated in the placeholder document.** Placeholder must be saved in the Portable Document Format (i.e., Adobe

.pdf). This is the same process used for Phase 1 placeholder documents.

### **3.6.4. White Paper Content.**

White papers shall provide a description of the technical approach, the specific tasks and deliverables by phase, schedule and cost estimate by phase, intellectual property and government rights to the intellectual property, transition planning for production, and a capability statement. The offeror shall incorporate all clarification data requests from the acceptance email into the submission. Indicate clarification entries by footnote and reference the requested item(s) in the footer area. The following White Paper sections and details are required.

#### **3.6.4.1. Cover Page.**

The cover page template is provided at the BIDS website under Resources, Pre-Award Templates. The cover page includes necessary contractual information including the offeror's contracting officer and business information (e.g., Unique Entity ID (12-character alphanumeric ID assigned to an entity by SAM.gov), CAGE code, business type). Include the proposed contract type, total cost, and the period of performance for all phases/tasks. Cover pages are excluded from the page count.

#### **3.6.4.2. Technical Approach.**

Describe the proposed solution relative to the requirement. Focus content on operational capabilities required to address the problem, the underlying theory that supports the operational capability, and suggested concept of operations. Identify end users that could be interested in the proposed solution and describe how the solution will be a benefit. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe if, and where, the proposed technology/solution has been, or is being used. Identify sponsoring agency and funding resources; or if none, so state.

#### **3.6.4.3. Tasks and Deliverables.**

Identify the proposed tasks by phase in the order of occurrence. A phase must have clear exit criteria to serve as a "go" or "no-go" decision point to proceed to the next phase. Identify work that will be performed by other organizations or agencies. Identify anticipated technical risks along with planned mitigation efforts. Indicate any Government furnished material (GFM), equipment (GFE), or information (GFI) that will be required with the task and need date; or if none, so state. For each phase include the exit criteria and all products and deliverables as defined in "Product and Deliverable Requirements" in section 2 of this document. If a phase is proposed as an option, so state.

#### **3.6.4.4. Schedule.**

Develop a master project schedule preferably in Gantt chart format. The schedule shall indicate the planned start and stop point for each phase with top level subordinate tasks, estimated delivery dates, and completion dates. Indicate the total project period of performance (POP) in months using March 1<sup>st</sup> as a notional start date through the completion date. Please address plan to ensure timely delivery of supplies in a restrictive global supply chain environment.

#### **3.6.4.5. Cost.**

Provide the proposed, task-phased budgetary estimate inclusive of any proposed options. At a minimum, this estimate shall detail estimated labor hours and costs, anticipated material costs, product and deliverable costs (see section 2 General Information, "Product and Deliverable Requirements" in this document) and other costs (e.g., subcontracts, indirect rates, fee rate) for each phase/task. Costs allocated to other organizations (e.g., Government testing) shall be clearly shown; or if none, so state. Changes in cost greater than 10 percent from those proposed in the prior submission shall be explained. Address any concerns regarding material that will be needed that may be associated with global supply chain delays and cost control measures to ensure contract remains within negotiated material costs.

#### **3.6.4.6. Intellectual Property, Technical Data, and Software.**

Disclose/discuss all intellectual property, including patents, copyrighted material, technical data, and/or software rights that are intended to be used in connection with this submission. See section 2 General Information, "Submission Handling/Rights in Technical Data and Computer Software/Patent Rights" in this document. For additional information on this topic, see FAR Part 27, DFARS Part 227 and DFARS clauses 252.227-7013 and -7014.

##### **3.6.4.6.1. Patents and Patent Applications.**

Identify any existing, applied for, or pending patents that will be used in the conduct of this effort.

Provide patent number with date of issue and title or patent application number with filing date and title. Any patent or patent application that resulted from prior government funding should be identified. If no patents or patent applications are relevant, so state. See section 2 General Information, "Submission Handling/Rights in Technical Data and Computer Software/Patent Rights" in this document.

#### **3.6.4.6.2. Rights in Technical Data and Software.**

Identify any technical data and/or computer software that will be delivered with less than unlimited rights as prescribed in DFARS 252.227-7013 and DFARS 252.227-7014. If unlimited rights in technical data are proposed, so state. See section 2 General Information, "Submission Handling/Rights in Technical Data and Computer Software/Patent Rights" in this document.

#### **3.6.4.7. Transition from Prototype to Production.**

Describe the overall strategy to transition the results of this development effort to production once the funded effort is concluded. Briefly describe the overall strategy for transition, potential partners, transition issues to include any obvious regulatory, liability, interoperability, or financing issues. Discuss the interaction with representative users and the concept for test and evaluation by those users and follow on support of a product resulting from this effort.

#### **3.6.4.8. Organizational Capability Statement.**

Describe the offeror's capability and/or experience in doing this type of work. Identify technical team members or principal investigators and associated expertise. If applicable, include a description of co-participants' capabilities and/or experience. State whether an agreement has been reached (or not) with the co-participants. The offeror is only required to submit past performance information in response to a request for full proposal.

#### **3.6.5. Phase 2 Notifications to Offeror.**

The Government will notify the offeror when a submission has been accepted or rejected. Notification of acceptance with a request to submit the next phase document will be emailed to the offeror's contracting authority as *entered in the BIDS registration* and will indicate the next submission type, clarification requests, and due date and time. Likewise, rejection notifications will be emailed to the address provided in the BIDS registration. **Debriefings for White Papers will not be conducted due to the nature of BAAs.** In general, submissions are not considered for further review when they do not meet the basic requirement, are too costly, do not fit the mission, or funding is not expected. All white papers are evaluated in accordance with Section 4, Proposal Evaluation, of this BAA.

#### **3.6.6. Phase 2 Status and Inquiries.**

Phase 2 is complete when all submissions have been accepted or rejected in accordance with this BAA. Inquiries by phone concerning the status of white papers will not be accepted. After log in to BIDS, submitters are able to check the status of their submission(s) under **Previously Uploaded Proposals**.

#### **3.7. Phase 3 Full Proposal Submissions.**

Proposal submissions must include one (1) hardcopy in a ringed binder and be accompanied by one (1) copy of the entire proposal on a single CD (optional) in accordance with file formats described in section 3.7.2. **Proposals submitted in sections under separate covers based on classification will not be accepted.** The entire proposal shall be submitted as a classified document to the address in section 3.1.4. Offerors shall prepare a full proposal, consisting of a technical proposal, a cost proposal using the IWTSD Cost Proposal Template (provided at the BIDS website under Resources, Pre-Award Templates) along with a supporting cost narrative, plus a cover page, in response to Phase 3 of this BAA. All pages shall be 8 ½ by 11 inches, double-spaced with Times New Roman font no smaller than 10 point; all margins shall be one inch. Each page of the submission shall contain the document identifier in the document header. The technical proposal must be no more than 50 pages including tables, charts, and figures. If the document contains more than 50 pages, only the first 50 pages will be evaluated. All paragraphs containing proprietary information must be clearly marked. The cost proposal has no page limit; however, unnecessarily elaborate or information beyond those sufficient to present a complete and effective response is not desired.

Disclaimer: To minimize the cost and effort for submitters, Phase 3 full proposals, will only be requested for qualifying solutions that have a high probability of award; however, the Government reserves the right to cancel requirements, or any request for proposals for this solicitation, at any time prior to award and shall not be liable for any cost of proposal preparation or submission.



### **3.7.1. Phase 3 Due Date and Time.**

All classified full proposals *must be received in hard copy form no later than 1500 hrs (3:00 p.m.) Eastern Time (ET) on the due date specified in the white paper acceptance email*. Refer to section 3.4 “Special Handling Procedures for Classified Information” and 3.1.4 “Format and Submittal” of this document for instructions on classified submissions. BIDS does not allow placeholder documents to be uploaded or classified placeholders to be created **after** the due date and time. Any full proposal, regardless of classification, submitted by any means other than specified in this BAA, or that is late will not be considered by the Government.

### **3.7.2. Electronic File Format.**

The cover page, technical proposal, and cost narrative shall be submitted in Microsoft Word or Portable Document Format (.pdf). The cost proposal shall be submitted as an Excel file using the template provided at the BIDS website under Resources, Pre-Award Templates. Filenames must contain the appropriate filename extension (e.g., .xlsx, .xls). Filenames cannot contain spaces or special characters. macOS users must ensure the entire filename and path are free of spaces and special characters. Submissions that cannot be opened, viewed, or printed will not be considered.

### **3.7.3. Phase 3 Placeholder Document Upload.**

To upload a Phase 3 placeholder document, locate and open the accepted record in BIDS under the “Requested Proposal” section. Click the link, review the checklist, then click the “Create Proposal” button. **DO NOT UPLOAD THE CLASSIFIED PROPOSAL.** Upload only the placeholder document to indicate the classified document is being delivered in accordance with the 32 Code of Federal Regulation (CFR) Part 117, NISPOM. **The delivery method and tracking number (if applicable) shall be stated in the placeholder document.** Placeholder must be saved in the Portable Document Format (i.e., Adobe .pdf).. This is the same process used for Phase 1 and Phase 2 submissions.

### **3.7.4. Full Proposal Components.**

Full Proposal shall consist of three major sections (technical proposal, cost proposal, and a supporting cost narrative) described in this document.

- The first section is the technical proposal and shall include all information related to the proposal as specified in this BAA including figures, charts, and tables plus the cover page.
- The second section is the cost proposal, which will show a breakdown of costs by Contract Line Item Number (CLIN) as well as phase using the IWTSD Cost Proposal template. This template is provided at the BIDS website under Resources, Pre-Award Templates.
- The third section is the cost narrative to include all cost data as well as an explanation of changes in cost from those proposed in the prior submission. Additionally, the offeror will include a cover page as follows:

The cover page template is provided at the BIDS website under Resources, Pre-Award Templates. The cover page includes necessary contractual information including the offeror’s contracting officer and business information (e.g., Unique Entity ID (12-character alphanumeric ID assigned to an entity by SAM.gov), CAGE code, business type). Include the proposed contract type, total cost, and the period of performance for all phases/tasks.

### **3.7.5. Technical Proposal Content.**

The technical proposal shall provide a technically detailed solution of the problem addressed in the requirement and fully expand the technology proposed in the prior submissions. The following sections and associated data are required. The offeror shall incorporate all clarification data requests in the Phase 2 acceptance email. Indicate clarification entries by footnote and reference the requested item(s) in the footer area.

#### **3.7.5.1. Table of Contents.**

The technical proposal shall include a table of contents noting the page number of each section detailed below. The table of contents is excluded from page count.

#### **3.7.5.2. Abstract.**

The abstract is a one-page (or less) synopsis of the proposal that includes the title and the basic approach to satisfy the requirement. Describe the overall scope of work to be performed for the entire period of performance, inclusive of options. The abstract shall stand alone and be suitable for release under the Freedom of Information Act, 5 U.S.C. § 552, as amended.

#### **3.7.5.3. Executive Summary.**

An executive summary is a concise description of the technology and solution being proposed. Include key information that demonstrates how the proposed solution meets the published requirement. The executive summary should not introduce any new information not covered in the subsequent content.

#### **3.7.5.4. Technical Approach.**

Describe the technical approach for the proposed solution to meet the requirement. Include technical details of the solution and fully expand the technology proposed in the prior phase submission. Include the methodology, underlying theory, system components, and operational scenario for the intended users. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe relevant prior application of the proposed technology and/or solution, how it is being used, and by whom. Identify sponsoring agency and funding resources; or if none, so state. If subcontractors are proposed, include a detailed description of the effort that they will be performing in support of or in addition to the prime.

#### **3.7.5.5. Project Plan.**

The project plan shall be organized by phase and describe the work to be performed along with all associated requirements to successfully complete the proposed effort. Include a summary of the individual phases to follow.

##### **3.7.5.5.1. Phases.**

Phases shall be defined by the subset of tasks to be performed, phase objectives to be accomplished, and the required POP to completion. Phases shall be listed in order of occurrence. Identify phases that are optional. Each phase must contain clear exit criteria that is measurable evidence of completion and serves as a “go” or “no-go” decision point. Each phase shall include a total cost.

##### **3.7.5.5.2. Tasks within a Phase.**

For each task, provide a detailed description of the work to be performed. Identify any work that will be performed by other organizations or agencies; or if none, so state. Indicate if an agreement is in place for the resources.

##### **3.7.5.5.3. Products and Deliverables.**

Identify all deliverables - products as well as documentation and reports - for each Task/Phase. Refer to section 2.6 of this BAA for minimum reporting requirements, and additional products and deliverables in performance of the effort proposed.

#### **3.7.5.6. Master Schedule.**

Develop a master project schedule that includes phase start and stop dates as well as major milestones, critical tasks, and report and product delivery dates. Assume a notional start date of March 1st. Indicate any optional phases.

#### **3.7.5.7. Government Furnished Equipment.**

Reasonably identify all Government furnished equipment (GFE), materials, facilities, or information with the need date and suggested source at the time of proposal submission. GFE includes, but is not limited to: Government email accounts, SIPRNET access, Common Access Cards (CACs), and/or space at a IWTS facility or other Government facility (e.g., permanent residence, temporary residence, or testing). Upon identifying GFE, if an offeror’s proposal is selected for contract award, the proposed GFE will be identified in the resulting contract. Failure to adequately identify necessary GFE may result in contract termination due to the offeror’s inability to perform under this competitive source selection. State if Government equipment, materials, facilities, or information are not required.

#### **3.7.5.8. Project Risks and Mitigation.**

Identify anticipated technical and management risks along with planned mitigation efforts. Indicate the risk assessment as high, medium, or low.

### **3.7.5.9. Organizational Capability Statement.**

Include a brief description of the offeror's organization. Describe the offeror's capability and/or experience in doing the type of work being proposed. If applicable, include a description of co-participants' capabilities and/or experience. State whether an agreement has been reached with the co-participants. Provide at least three references, to include points of contact, for like or similar work.

### **3.7.5.10. Organizational Resources.**

Identify key technical personnel and principal investigator(s) including alternates and co-participants, if applicable. Include a brief biography, relevant expertise, and a list of recent publications for each. Identify any team members with potential conflicts of interest. Possible conflicts of interest include personnel formerly employed by the federal Government within the past two years from the date of proposal submission. Provide name, duties, employing agency, and dates of employment; or state if none.

### **3.7.5.11. Intellectual Property, Technical Data, and Software.**

All anticipated intellectual property, technical data or software rights shall be disclosed. See section 2.5. of this BAA for additional information.

#### **3.7.5.11.1. Patents and Patent Applications.**

Identify any existing, applied for, or pending patents that will be used in the conduct of this effort. Provide patent number or application number and title. Any patent that resulted from prior Government funding should be identified. State if no patents or patent applications are relevant.

#### **3.7.5.11.2. Rights in Technical Data.**

State if unlimited rights in technical data are proposed. If not, identify any technical data and/or computer software that will be delivered with less than unlimited rights as prescribed in DFARS 252.227-7013 and DFARS 252.227-7014. When less than unlimited rights are proposed, a data rights assertion table shall be provided as prescribed in DFARS 252.227-7017.

### **3.7.5.12. Transition from Prototype to Production.**

Describe the approach and issues related to transition or commercialization of the results of this effort to an operationally suitable and affordable product for the intended users to include the following. The cost to prepare the Transition Plan should be included in the proposed costs. The cost to prepare the Transition Plan should be detailed in the cost proposal. Additional information regarding the Transition Plan can be found in the IWTSD Technology Transition Handbook located in BIDS under Resources.

[NOTE: If the specific requirement will not reasonably result in a prototype (e.g., study, service requirement), please state "Not Applicable to this Requirement" and justify why.]

#### **3.7.5.12.1. Transition Strategy.**

Provide the overall strategy for transition to production (licensing, partnering, or venturing) along with the associated timelines for actions associated with the transition. Describe the roles of current development partners, subcontractors, or other organizations that will be leveraged. If the offeror is not a commercial entity, indicate if a commercial partner has been identified. Discuss barriers to commercialization, such as anticipated regulatory issues (such as environmental, safety, health, and transportation), liability issues, interoperability, and financing, and planned steps to address these barriers.

#### **3.7.5.12.2. Transition Approach.**

Describe the type and level of effort envisioned to take the technology from its state at the end of the development effort to a production ready, affordable, operationally suitable product (such as size and/or weight reduction, packaging, environmental hardening, integration, additional test and certification). Provide an estimate of any costs to transition the prototype to low-rate initial production. Provide the estimated production unit price for the end users.

#### **3.7.5.12.3. Test and Evaluation.**

Describe the plan to involve representative users during the design and development process and the general plan for test and evaluation by representative end users. If the phases of performance include representative user test and evaluation: (1) ensure coordination of user participation is thoroughly discussed in the technical approach; and (2) state "Representative User Participation will occur during contract performance."

#### **3.7.5.12.4. Operational Support.**

Describe the estimated level of training needed to prepare users to utilize the product in an operational environment. Discuss the anticipated support concept such as level(s) of repair, spare parts, warranties, operation and maintenance technical manuals, simulators, and other logistics considerations.

#### **3.7.5.13. Human Subjects and Animal Testing.**

The proposal shall provide a statement regarding the anticipated use of human subjects or animals in testing; or state if none. If yes, procedures for complying with all laws and regulations governing the use of animals or human subjects in research projects shall be included in the technical proposal. See section 2.9., “Animal or Human Testing Compliance” in this document for details.

#### **3.7.5.14. Environmental Impact.**

The proposal shall provide a statement regarding the impact of the work proposed on the environment. State if no impact exists.

#### **3.7.5.15. Classification and Security.**

If the offeror is proposing to perform research in a classified area, indicate the level of classification of the research and the level of clearance of the potential principal investigator and all proposed personnel. The contractor shall include facility clearance information. Also, the contractor shall indicate the Government agency that issued the clearances. State if the proposed effort is unclassified.

#### **3.7.5.16. Subcontracting Plan.**

If the total amount of the proposal exceeds \$750,000.00 and the offeror is not a small business, the offeror shall submit a subcontracting plan for small business and small socially and economically disadvantaged business concerns. A mutually agreeable plan will be included in and made a part of the resultant contract. The contract cannot be executed unless the contracting officer determines that the plan provides the maximum practicable opportunity for small business and small disadvantaged business concerns to participate in the performance of the contract. The Subcontracting Plan/information is excluded from page count.

### **3.7.6. Cost Proposal.**

The offeror and each significant subcontractor, if any, shall fill out the IWTSD Cost Proposal Template available in BIDS under Resources and submit all supporting cost or pricing data along with any other supporting attachments. All prepared spreadsheet formulas must be accessible. As soon as practicable after agreement on price, but before contract award, the offeror shall submit a Certificate of Current Cost or Pricing Data for contracts exceeding \$2,000,000.00 as prescribed by FAR 15.406-2.

[NOTE: To determine the reasonableness of the cost proposal, the Government may request additional supporting documentation for proposed costs.]

### **3.7.7. Cost Narrative.**

Provide a narrative discussing/substantiating elements of the cost proposal. Provide a separate summary of the total cost for each phase and for the total of the entire effort proposed. Indicate optional phases. Explain changes in cost from those proposed in the previous submission. The Cost Narrative must be submitted in Microsoft Word or Portable Document Format (.pdf) format with Times New Roman font no smaller than 10 point.

#### **3.7.7.1. Table of Contents.**

The cost narrative shall include a table of contents noting the page number of each section detailed below.

#### **3.7.7.2. Direct Labor Costs.**

Detail the direct labor cost estimate by showing the breakdown of labor hours, rates, cost for each category, and furnish the basis for the estimates.

- *Labor Category.* Include a detailed description of the category.
- *Labor Hours.* Include a Basis of Estimate for the proposed hours. Detail hours to be worked by each labor category proposed per each task, per each fiscal year and cumulatively.

- *Labor Rates.* Rates shall be in accordance with established rate agreements. If no rate agreement exists, use payroll data with actual rates to substantiate the proposed rates. If fully loaded rates are proposed, the offeror shall identify the base rate and build up.
- *Escalation.* Identify the escalation rate, how the rate is applied, and provide justification for the rate used.

#### **3.7.7.3. Indirect Costs.**

Indicate how the offeror has computed and applied offeror's indirect costs (e.g., overhead, general and administrative (G&A) expenses, material burden). Indicate the rates used and provide an appropriate explanation.

#### **3.7.7.4. Other Direct Costs.**

Identify all other costs directly attributable to the effort and not included in other sections (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework) and provide the basis for pricing.

- *Travel.* The basis for travel estimates will include trip purpose, departure site and destination, number of persons traveling, number of days, ground transportation requirements, and detailed costs for airfare, hotel, rental cars, and per diem allowances per Federal Travel Regulations (FTR).
- *Materials.* Submit a detailed Bill of Materials identifying each discrete material component. **Backup documentation must be submitted to explain the basis of estimate for at least 80 percent of the total material cost proposed.** Backup documentation may include: actual production costs, catalog listings, supplier quotes, actual invoices, or other documentation from a third-party source which verifies the proposed price.
- *Consultants.* If any consultants are to be used, the offeror shall submit consultant quotes for hourly rates, estimated number of hours required, and justification.
- *Subcontractors.* If any subcontractors are to be used, the offeror shall submit complete subcontractor quotes or proposals as part of the proposal. Subcontractor proposals will be evaluated along with the prime's proposal, and they are expected to contain the same level of detail as a prime proposal. Subcontractors providing commercial items may submit a commercial quote instead of a detailed proposal.

[NOTE: In order to protect proprietary data, subcontractors may submit their detailed cost proposals directly to the Contracting Officer instead of submitting to the prime contractor. If this occurs, the prime is responsible for ensuring subcontractor's submission is timely and is completed in accordance with these instructions.]

#### **3.7.7.5. Government Furnished or Contractor Acquired Equipment.**

Identify the external property or materials required to perform the task in the summary. Separate items to be acquired with contract funds and those to be furnished by the Government. Reasonably provide the description or title and estimated unit and total costs of each item (i.e., manufacturer, catalog price, or previous purchase price). When such information on individual items is not available, the items should be grouped by class and estimated values indicated. In addition, the offeror shall include a statement of the extent to which the offeror is willing to acquire the items.

[NOTE: The FAR generally prohibits providing an industrial contractor with facilities (including plant equipment and real property) with a unit acquisition cost of less than \$10,000.00.]

#### **3.7.7.6. Profit or Fee.**

Include the profit or fee proposed for this effort. State if no profit or fee is proposed. Include a discussion, in the summary, of risk, technical difficulty, need for management/oversight, exceptional circumstances, etc.

#### **3.7.7.7. Competitive Methods.**

For those acquisitions (e.g., subcontract, purchase orders, material orders) over \$250,000.00 priced on a competitive basis, also provide data showing degree of competition and the basis for establishing the source and reasonableness of price. For inter-organizational transfers priced at other than cost of the comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (See FAR 31.205-26(e)).

**3.7.7.8. Established Catalog or Market Prices/Prices Set By Law or Regulation.**

When an exemption from the requirement to submit cost or pricing data is claimed, whether the item was produced by others or by the offeror, provide justification for the exemption.

**3.7.7.9. Royalties.**

If more than \$250.00, provide the following information on a separate page for each separate royalty or license fee:

- Name and Address of Licensor.
- Date of the License Agreement.  
[NOTE: A copy of the current license agreement and identification of applicable claims of specific patents shall be provided upon request by the contracting officer. See FAR 27.204 and FAR 31.205.37.)
- Patent numbers, patent application serial numbers, or other basis on which the royalty is payable.
- Brief description (including any part or model numbers of each contract item or component on which the royalty is payable).
- Percentage or dollar rate of royalty per unit.
- Unit price of contract item.
- Number of units.
- Total dollar amount of royalties.

**3.7.7.10. Facilities Capital Cost of Money.**

When the offeror elects to claim facilities capital cost of money as an allowable cost, the offeror must submit Form CASB-CMF and show the calculation of the proposed amount. See FAR 31.205-10.

**3.7.7.11. Other Funding Sources.**

The proposal shall provide the names of other federal, state, or local agencies, or other parties receiving the proposal and/or funding or potentially funding the proposed effort. State if no other funding sources or parties are involved.

**3.7.7.12. Additional Information/Documents.**

Additional information/documents to be included in the Cost Narrative:

- *Business/Cost Checklist.* The offeror shall complete and include a copy of the Business/Cost Checklist found at the BIDS website under Resources. Information and documents required in the Business/Cost Checklist shall be included in this proposal.
- *Terms & Conditions.* The offeror shall identify any anticipated/proposed contract terms and conditions in the proposal summary.
- *Proposal Validity.* The proposal shall remain valid for a period of no less than 180 days from submission.
- *Forward Pricing Rate Agreement.* If the offeror has an applicable rate agreement with the DCAA (or another Federal Agency, e.g., HHS), please include a copy of the agreement and provide a point of contact to your cognizant DCAA office. If the offeror has not previously been audited by DCAA, the procuring office may request an audit to verify the proposal labor direct and indirect rates. This applies to both prime contractors and subcontractors.
- *ACH Form.* The offeror will submit a completed Automated Clearing House (ACH) form. Form is located on BIDS under Resources, Pre-Award Templates.
- *VETS-4212.* The offeror will submit the most recent VETS-4212 filing confirmation.
- *Subcontracting Plan.* If the offeror is a large business and work will be performed in the United States, a Small Business Subcontracting Plan shall be submitted if the contract is expected to exceed \$750,000.00.
- *Past Performance.* The offeror shall provide information on previous Federal Government prime or subcontracts featuring endeavors relevant (i.e., within the past three years and of similar size and complexity) to the specific requirement.

**3.7.8. Phase 3 Notifications to Offerors.**

Notification of acceptance or rejection of a Phase 3 submission will be sent via email to the offeror's principal contact as entered in the BIDS registration. Acceptance of a Full Proposal does not guarantee a

contract will be awarded. If the Government does not accept the Phase 3 proposal, the offeror may request a formal pre-award debriefing.

### **3.7.9. Phase 3 Protests.**

Offerors are encouraged to see resolution within the agency before filing a protest. Offerors who choose to submit any protest, must do so directly to the IWTSD Contracting Officer. All such protests will be processed under procedures that depend on whether the protest is directed to the agency, or to the Government Accountability Office (GAO) or to the Court of Federal Claims. Should the offeror choose to submit a protest, the Offeror must clearly label whether such protest is to the agency, GAO or the Court of Federal Claims. The Government will deem receipt of the protest by the Contracting Officer as constituting receipt or purposes of determining timeliness. Addresses for receipt confirmation can be requested via the “HELP” tab once logged in, then the “Didn’t see an answer to your question? Click here to create a help request” button at the bottom of the page.

### **3.7.10. Phase 3 Status and Inquiries.**

Phase 3 is complete when the Government concludes technical evaluations of all submissions and awards any contracts considered under this BAA. Inquiries by phone concerning the status of full proposals will not be accepted. After log in to the BIDS website, submitters are able to check the status of any submission under **Previously Uploaded Proposals**.

## **4. PROPOSAL EVALUATION**

The intent of this BAA is to identify and/or develop innovative technology and approaches that may provide high-risk, high-payoff solutions that enhance the capabilities of the government at the federal level. The efforts will involve classified data and technology. Therefore, offerors must show that personnel and facilities needed to perform under this program meet the criteria stated in section 2.1. General Information “Eligibility” of this document.

### **4.1. Awards.**

The Government intends to award one contract per requirement.

### **4.2. Evaluation Criteria.**

The criteria used to evaluate and select proposals for projects are described as follows. Each proposal will be evaluated on its own merit and relevance to the program requirements rather than against other proposals.

#### **4.2.1. Basic Requirement.**

The proposed solution must meet the letter and intent of the stated requirement; all elements within the proposal must exhibit a comprehensive understanding of the problem and the requirements of intended end users. The proposed solution must meet multiple user (U.S. Government or commercial) needs and be fully compliant with all elements of the solicitation including format, content, and structure as well as all BAA instructions.

#### **4.2.2. Technical Performance.**

The proposed technical approach must be feasible, achievable, complete, and supported by a proposed technical team that has the expertise and experience to accomplish the proposed tasks. Task descriptions and associated technical elements are to be complete and in a logical sequence. All proposed deliverables must clearly define a final product that meets the requirement and can be expected as a result of the award. The proposal must identify and clearly define technical risks and planned mitigation efforts. Those risks and the associated mitigation must be defined, feasible, and reasonable. The roles of the prime and other participants required must be clearly distinguished and pre-coordination with all participants (including Government facilities) fully documented. The requirement for and the anticipated use or integration of Government Furnished Equipment/ Information (GFE/GFI) including all equipment, facilities, and information, must be fully described including dates when such GFE/GFI will be required. Intellectual property ownership and the planned transition to production must be adequately addressed, including a support concept for the product described. Similar efforts completed by the offeror in this area must be fully described including identification of other Government sponsors.

#### **4.2.3. Cost.**

The proposed costs must be both reasonable for the work proposed and achievable. The proposal must document all anticipated costs including those of subcontractors. The proposal must demonstrate that the

offeror has fully analyzed budget requirements and addressed resulting cost risks. The proposal must indicate all cost-sharing and leveraging opportunities explored and identified and the intellectual property expectations associated with that cost-sharing. Other sponsors who have funded or are funding this offeror for the same or similar efforts must be identified by agency, program manager name, phone number and email address.

**4.2.4. Schedule.**

The proposed schedule must be reasonable, achievable, and complete. The proposal must indicate that the offeror has fully analyzed the project's critical path and has addressed the resulting schedule risks.

**4.2.5. Contractor Past Performance.**

Past performance is a confidence assessment based upon the probability of successfully performing the requirement. The offeror's past performance in similar efforts must clearly demonstrate an ability to deliver products that meet the proposed technical performance requirements within the proposed budget and schedule. The proposed project team must have demonstrated expertise to manage the cost, schedule, and technical aspects of the project.

**5. TECHNOLOGY DEVELOPMENT REQUIREMENTS AND OBJECTIVES.**

See mailed package.

**The requirements in the mailed package are not to be shared by the recipient with other vendors unless there is an IWTSD-approved support agreement in place.**

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